



MICHAEL J. HOWLETT  
AUDITOR

State of Illinois  
Office of the Auditor of Public Accounts  
Springfield 62706  
January 6, 1972

PAYROLL BULLETIN  
(1-72)

TO: All State Agencies and Departments  
Attention: Payroll Clerks

SUBJECT: Payroll Vouchers and Schedules

As you know, with the recent changes, much more information is now required on the payroll vouchers. In view of the limited space for writing in the names of new employees, with all the information pertinent to each one, we ask that you please add all new employees to follow the last name on your pre-listed voucher.

We further ask that you please indicate "EXTRA HELP" in red in the heading on the original only of both your voucher and schedule. This only applies to extra help payrolls.

Very truly yours,

Michael J. Howlett,  
Auditor of Public Accounts

A handwritten signature in dark ink, appearing to read "E. J. Pranke", written over a horizontal line.

By: E.J. Pranke  
Chief Accountant

EJP:MT:pc